

**SENTINEL FLU PROVIDERS
PRESCREENED POSITIVE (PSP)
INSTRUCTIONS FOR THE COLLECTION/SUBMISSION OF SPECIMENS
2016/2017**

DCLS will provide the materials and testing services in support of state and federal influenza surveillance monitoring.

Specimen Collection Kits:

Kit Contents:

- 8x10 biohazard bag with pouch & absorbent pad
- Secondary containment vessel (black and white)
- Sentinel flu provider instructions
- Ice packs (additional supplies upon request)
- Insulated shipper per IATA
- Itemized list of contents card
- Clinical microbiology/virology request form

INSTRUCTIONS FOR SPECIMEN COLLECTION

Confirmed influenza positive samples may be submitted for the PSP component of the influenza sentinel surveillance program. PSP samples are clinical samples that have been tested using polymerase chain reaction and found to be positive for Influenza A or Influenza B. Nucleic acid may be submitted, but only after consultation with the laboratory. The laboratory requires at least 0.5 ml of sample for testing.

Sample Preparation and Storage:

1. Label the samples with the patient name, sample type (clinical sample or nucleic acid), and the date of collection.
2. Insert the sample(s) into the 8x10 biohazard bag with pouch and absorbent.
3. Insert a completed Clinical Microbiology/Virology form into the pouch of the bag **for each sample collected**.
4. Refrigerate the sample until shipping can occur.
 - Shipping must occur within 1 week of collection.
 - If sample cannot be submitted within 1 week of collection, sample should be frozen at -70°C or colder and shipped with dry ice. Please write the date the sample was frozen on the submission form.

INSTRUCTIONS FOR SPECIMEN TRANSPORT
--

Package specimen for transport to the laboratory in compliance with shipping regulations detailed in IATA 1.5 AND 49 CFR Section 1720700 [U.S. Department of Transportation] using the provided shipper.

1. **Ensure that each specimen is properly labeled and that the Clinical Microbiology/Virology Request Form is complete (front and back) for each sample collected.**
2. Open the black and white sealed **secondary containment** cylinder vessel, leaving the absorbent material in place.
3. Insert the labeled sample into any crevices created by the absorbent material within the **secondary containment** vessel and replace the black cap.
4. Place the **secondary containment** vessel into the cardboard insert in the following manner:
 - a. Flatten the cardboard insert.
 - b. Place the **secondary containment** vessel in the hole of the cardboard insert by inserting the black capped end first.
 - c. While the cardboard insert and vessel are still in your hands, separate the cardboard insert such that it creates an X around the **secondary containment** vessel. (see photo on page 2 - LEFT)
5. Insert the cardboard insert into the Styrofoam box, with the **secondary containment** vessel at the bottom center of the insulated shipper. Place frozen cold packs into 2 of the 4 triangular compartments of the cardboard insert. Additional cold packs may be used if available to better control the temperature. (See photo on page 2 - RIGHT)



6. Place the Styrofoam lid on the Styrofoam shipper box.
7. Please complete the list of contents card described in the kit contents section above and place this card between the secondary receptacle and outer packaging in accordance with IATA Packing instructions 650.
8. Securely seal shipper, following the closing instructions found on the shipper.
9. Place the "UN3373 Biological Substance Category B" label on a side of the box not occupied by the directional labels.
10. Do not write anything on the box where the words "PROPER SHIPPING NAME" and "UN IDENTIFICATION NUMBER" appear. The UN3373 label takes care of this.
11. Deliver the package to the designated courier pick up location within your facility **prior to 4 p.m.** If packaging one or more samples for submission on Sunday, deliver the package to the designated courier pick up location **prior to 11 a.m.**
12. **Do not ship on Friday or before a holiday.**

Result Reporting:

Routine influenza surveillance monitoring results are mailed to the submitter. Results are NOT telephoned to submitters.

Specimen Rejection:

Specimens may be rejected for the following reasons:

1. Samples received in the laboratory more than 1 week post collection and there is no indication that freezing occurred (**NOTE: Please do not ship on Friday or before a holiday**)
2. Sample temperature requirements not maintained during shipment
3. Improperly or unlabeled samples
4. Insufficient volume

Contact Information:

1. For information regarding specimen collection or transport, please call 804-648-4480 x271.
2. For information regarding laboratory testing or consultation, please call 804-648-4480 x227.
3. For kit replenishment, please call the Sample Kit Office at (804) 648-4480 x104.